

**Statewide Interoperability Executive Committee (SIEC)  
Summary of Minutes - Regular Public Meeting**

**Tuesday, August 14, 2012 - 10:00 AM – 12:00 PM**

***DRAFT – Not Yet Approved by the SIEC***

**SIEC Members Present**

- Mark Venuti, Director, Guardian Medical Transport (Co-Chair)
- Paul Wilson, Captain, Pima County Sheriff's Office (Co-Chair)
- Jesse Cooper, Communications IT Project Manager, Phoenix Police Department
- Scott Tillman, Wireless Systems Engineer, Arizona Department of Public Safety
- Pete Weaver, Director, Maricopa County Department of Emergency Management

**Public Safety Interoperable Communications (PSIC) Office Attendees:**

- Lisa Meyerson, Arizona Statewide Interoperability Coordinator & Manager, Public Safety Interoperable Communications (PSIC) Office
- Justin Turner, Deputy Statewide Interoperability Coordinator
- Suesan Nordman, Project Manager
- Karen Allen, Project Manager
- Michael Britt, Project Manager

**19 interested parties and members of the public were also present either in person or on the web conference.**

**Call to Order**

The meeting was called to order at 10:02 AM by Paul Wilson, Co-Chair. Roll call was taken as noted above, and a quorum was declared present.

**Approval of Meeting Minutes: May 8, 2012 SIEC Public Meeting**

Action Item

Motion: Jesse Cooper made a motion to approve the May minutes.

Second: Pete Weaver

The motion was unanimously carried.

**Arizona Minimum Equipment Standards**

Action Item

*Presenter: Michael Britt, Project Manager, PSIC Office, ASET*

Dr. Michael Britt presented the revised draft Minimum Equipment Standards. Dr. Britt reviewed the development history of the current draft standards. The PSIC Office posted the standard for a 30-day comment period and none were received. The standards cover five criteria:

- Minimum Channel
- Channel Display
- Frequency Range
- Narrowband Capable
- Project 25 Capable

Pete Weaver asked why the Minimum Channel standard was set at forty-eight, and not thirty-two. Jesse Cooper stated that the workgroup felt forty-eight channels was the bare minimum necessary to allow for radios to be programmed with both local frequencies and frequencies listed in the Interoperable Channels

Plan. Dr. Britt informed the Committee that if they approve the standards, then the Arizona Minimum Equipment Standards will be presented to the PSCC for approval at their September meeting.

Motion: Scott Tillman made a motion to approve the Arizona Minimum Equipment Standards.

Second: Jesse Cooper

The motion was unanimously carried.

### **Communications Unit Program Documentation**

- **Arizona Regional All-Hazards COML Recognition Procedure**
- **NIMS Communications Unit Workgroup Policies and Procedures**
- **Arizona Communications Unit Training Coordination Procedure**

#### **Action Items**

*Presenter: Suesan Nordman, Project Manager, PSIC Office*

Ms. Suesan Nordman presented a number of updated documents related to the All-Hazards Communications Unit Training and Recognition Program. Ms. Nordman provided the Committee with background information on the Program and the review and revision process that took place. Each procedure is required to be reviewed annually and updated as needed. Ms. Nordman then detailed each of the recommended revisions to the following documents:

- Arizona Regional All-Hazards Communications Unit Recognition Procedure
- NIMS Communications Unit Workgroup Policies and Procedures
- Arizona All-Hazards Communications Unit Training Coordination Procedure

Ms. Nordman informed the Committee that if they approve the Arizona Regional All-Hazards Communications Unit Recognition Procedure, it will be presented to the PSCC at the September 18th meeting for their approval. The revised NIMS-CU Workgroup Policies and Procedures and the Communications Unit Training Coordination Procedure only require approval of the SIEC.

Mark Venuti raised a concern that the recognition renewal process (3.5) in the Arizona Regional All-Hazards Communications Unit Recognition Procedure does not state a minimum amount of experience needed. While the intent is that candidates maintain a minimum level of experience during the three years, this section could be strengthened.

Motion: Pete Weaver made a motion to approve the Arizona Regional All-Hazards Communications Unit Recognition Procedure modifying the second bullet point of Section 3.5 to begin "Demonstration and documentation of experience ..."

Second: Jesse Cooper

The motion was unanimously carried.

Motion: Scott Tillman made a motion to approve the NIMS Communications Unit Workgroup Policies and Procedures.

Second: Mark Venuti

The motion was unanimously carried.

Paul Wilson stated he would like to see Section 3 B of the Arizona All-Hazards Communications Unit Training Coordination Procedure be revised to strike references to specific grants and instead read:

"Federal grants may be requested for Communications Unit courses as these courses are part of Arizona's Statewide Communications Interoperability Plan (SCIP) strategic initiative #10. "

Motion: Mark Venuti made a motion to approve the Arizona All-Hazards Communications Unit Training Coordination Procedure with the revision suggested by Paul Wilson.

Second: Jesse Cooper Pete Weaver

The motion was unanimously carried.

### **National Public Safety Broadband Network (NPSBN) Update**

Information & Discussion Item

*Presenter: Michael Britt, Project Manager, PSIC Office*

Dr. Michael Britt provided an update to the Committee on activity related to the National Public Safety Broadband Network (NPSBN). Dr. Britt reviewed the AZPSBN Project Plan & Approach and provided updates on recent activities. Dr. Britt also discussed recent coordination and outreach activities, national activities and meetings, and meetings with vendors. Finally, Dr. Britt reviewed the AZPSBN High Level Timeline and progress made.

### **AIRS Improvement and Sustainability Plan**

Information & Discussion Item

*Presenter: Karen Allen, Project Manager, PSIC Office*

Ms. Karen Allen presented the Draft Arizona Interagency Radio System (AIRS) Improvement & Sustainability Plan to the Committee. The Plan was created to establish requirements for the integration of locally procured AIRS site infrastructure into the current AIRS system. The draft procedure documents the responsibilities for the requesting agency, DPS, and the SIEC and PSIC Office. Ms. Allen reviewed the responsibilities as well as the documentation submittal, review, and approval processes. Ms. Allen stated that feedback from today's meeting will be incorporated into the draft procedure which will then be posted on the PSIC website for Public Review for two weeks. The approval Draft of the Arizona Interagency Radio System (AIRS) Improvement & Sustainability Plan and associated feedback will be presented at the next SIEC meeting for possible approval.

### **2013 OEC Technical Assistance Requests**

Information & Discussion Item

*Justin Turner, Deputy Statewide Interoperability Coordinator, PSIC Office*

Mr. Justin Turner reviewed the Office of Emergency Communication's (OEC) Interoperable Communications Technical Assistance Program (ICTAP). Technical Assistance (TA) requests are submitted annually by the PSIC Office on behalf of the State. Mr. Turner reviewed the 2012 TA requests and the status of TA's awarded to the State. Mr. Turner then reviewed the guidance for requesting 2013 Offerings and the 2013 TA Request Timeline. Mr. Turner provided an analysis of possible TAs to be requested and asked that feedback on Technical Assistance to be requested by Arizona be given to the PSIC Office to [psic@azpsic.gov](mailto:psic@azpsic.gov) by or before August 24, 2012.

### **Environmental and Historic Preservation Compliance For Public Safety Communications Facilities**

Information & Discussion Item

*Paul Wilson, SIEC Co-chair*

Mr. Paul Wilson promoted the workshop on Environmental and Historic Preservation Compliance for Public Safety Communications Facilities to be held in Phoenix on September 4, 2012. The workshop will provide practical guidance for compliance with policies and procedures of the Federal Communications Commission (FCC), U.S. Department of Homeland Security (DHS) and the Arizona State (and Tribal) Historic Preservation Offices in regard to environmental and historic regulations impacting public safety wireless networks. Speakers will include representative(s) from the FCC, Arizona Department of Homeland Security (AZDOHS), Arizona State Historic Preservation Office (SHPO), Pima County Wireless Integrated Network (PCWIN), and Tribal Historic Preservation Offices.

## **PSIC Office – Multiple Project Updates & Plan for Next SIEC Meeting**

### **Information Item**

*Presenter: Lisa Dee Meyerson, Statewide Interoperability Coordinator; Manager, PSIC Office*

Due to time constraints, Ms. Meyerson did not review the complete *Multiple Projects Updates* handout. Ms. Meyerson did mention several upcoming events of interest and highlighted the three most recently recognized AZ Regional All Hazards COMLs as identified in the NIMS-CU Workgroup Update.

### **Call to the Public**

No comments from the public were received.

### **Meeting Adjournment**

Motion: Pete Weaver motioned to adjourn the meeting.

Second: Mark Venuti

The motion was unanimously carried.

Meeting Adjourned at 12:08 PM.

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*Pursuant to A.R.S. 38-341-01(B), minutes of the Statewide Interoperability Executive Committee are recorded by tape recorder. Taped minutes are maintained in the office of the Arizona Strategic Enterprise Technology. Public access and review of SIEC minutes are available by appointment Monday through Friday during normal business hours. Please contact the PSIC office at 364-4498 to arrange for an audio of the tape-recorded proceedings.*